

Minutes of the March 25, 2015 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Louise Coles
Faith Custis
Diana Giddins
Richard Jenkins
Diane Musso

Ellen Richardson
Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Delores Bailey
Jacqueline Chatmon

Angel Collins

Others Present

Elaine Meil
Susan Haycox
Kat Edwards

David Annis
Melissa Matthews

1. Call to Order

President Richardson called the meeting to order at 7:02 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of January 28, 2015 Meeting

The Minutes of January 28, 2015 Meeting were presented.

Board approval of the minutes of the January 28, 2015 Meeting was requested.

Director Musso moved to approve the minutes of the January 28, 2015 meeting as presented. Seconded by Director Custis, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

Board approval of the following Bills Payable/Financial Statements was requested:

ESVHA Bills Payable

A-NPDC	January and February Expenses	\$ 23,634.72
--------	-------------------------------	--------------

Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement was also presented.

Director Bannon moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Custis, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through February 2015 indicated that 50.20 percent of the Administrative Budget and 57.07 percent of the Construction/Client Services Budget had been expended while 66.67 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

Director Jenkins moved to approve the current Financial Status Report as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

6. FY 2016 Budget Requests

Accomack County has advertised their proposed FY 2016 Proposed Budget with recommended level funding of \$9,215 to the ESVHA.

Northampton County's Budget Committee was in the process of setting meetings and reviewing available revenues and projected expenses for FY 2016.

7. Election of FY 2016 Officers

Corporation By-Laws state that the election of the FY 2016 President, Vice President, and Treasurer shall be held at the March Board meeting.

For your information, having served one 1-year term (Three terms can be served.), the following officers were eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Richard Jenkins
Treasurer	Faith Custis

A report from the Nominating Committee consisting of Directors Trala, Bailey, and Musso was requested.

Director Trala spoke on behalf of the Nominating Committee, and stated it was their recommendation that all current officers be re-elected for a second term.

Director Bannon moved to re-elect all current officers for a second term. Seconded by Director Giddens, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting one vacancy at Pine Street. Three tenants are behind with rent payments and court action is pending. Only routine maintenance issues were reported including turning units, and working on inspection items.

Accomack Manor

The property manager at Accomack Manor is reporting no vacancies. There are currently 26 families on the waiting list for the 1-bedrooms units, and 13 waiting for a 2-bedroom unit. The property requested and was granted authorization to raise the rents as of the first of the year. The new rents are now \$338.00 for a 1-bedroom unit, and \$374.00 for the 2-bedroom apartments.

A pipe that was part of the sprinkler system froze and burst during the extreme cold weather, flooding parts of the lobby. All of the damage has been repaired.

9. Indoor Plumbing/Rehabilitation Program

2014-2015 Indoor Plumbing Rehabilitation Program/ Program Income Funded Projects

Construction of the new replacement house in Northampton County is well underway. The contractor is approximately 75% complete with construction. The existing mobile home has been demolished. All construction should be completed this month, with the exception of some site work that will require a couple of weeks of dryer weather.

Last week we received the final project set-up from DHCD for the new replacement house in Accomack County. The Health Department has approved our design for the sewer system. Construction contracts and deeds-of-trust are being signed this week, so

construction will begin before the end of the month.

Board approval of the attached IP/R financial records was requested.

Director Custis moved to approve the attached Financial Statements. Seconded by Director Musso, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments

The final property plat was approved by the owner and has been forwarded to our attorney who will be completing the title search and conveyance plat. Our architect and engineer are finalizing the plans, specifications and cost estimates. USDA has agreed to consider our request for additional funds to fill the gap created by the loss of the FHLBP funds. Staff will be submitting the request as soon as the final costs are obtained from the architect and engineer.

Pine Street Apartments

Staff submitted an application for Federal Low-Income Housing Tax Credits to fund a comprehensive rehabilitation of Pine Street Apartments. This is a very competitive year, with 50 applications submitted to VHDA for ranking. There are 13 projects competing in the non-profit pool, which only has enough set-aside to fund less than half of them.

All of the applications should be posted on-line this week. The next step will be a 30-day challenge period when all of the applicants will be allowed to challenge the self-scoring of the other applications. Next will be a review of the self-scoring by VHDA. The final results should be posted on the VHDA website by June.

11. Housing Services Programs

Pre-Purchase Counseling	Current Month: February	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	1	16	146
Additional Counseling Sessions Held	3	12	119
# of final workshops held	1	2	8
Mortgage submissions	1	3	23
Mortgage closings	0	0	15
Financing leveraged	0	\$ 0	\$ 1,472,257

Growing Your Money Financial Literacy	Current Month: February	Cumulative FY 2015	Total Cumulative
New GYM participants	0	0	31
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: February	Cumulative FY 2015	Total Cumulative
Intake sessions	3	6	77
Additional Foreclosure Sessions	5	15	204
Positive Foreclosure Prevention Outcomes	0	1	29
Homeowner Budget/Predatory lending Counseling	0	1	11

Virginia Homeless Solutions Grant

Staff began operating the program in July and since that time has accomplished the following:

Assessments Taken 199
 # Households Receiving Rapid Re-housing Assistance 14
 # Households Receiving Prevention Assistance 6
 # Households Approved and Seeking Housing 1
 Funds Obligated \$9,635 (RR: \$6,785, P: \$2,850)
 Funds Expended \$90,123.17 (RR: \$64,165.27, P: \$25,957.90)

12. Executive Director's Report

Line of Credit

Staff has begun using the line of credit for predevelopment work for Pine Street Apartments. The Low Income Housing Tax Credit application was submitted.

Bayview Properties

Staff intends to list the 3 bedroom house first since it is in the best shape. Some repairs are being planned and it will be listed prior to the next Board meeting.

Belle Haven House

NCALL has offered to pay the carrying cost for one year of a model house to show new homeowners that it is possible for them to purchase a new home that would be constructed in the location they want. Staff has identified a home in the Town of Belle Haven that may be suitable. Staff is arranging to tour the home to assess its suitability.

13. Public Participation

There was no public participation at this time.

14. Other Matters

It was decided to hold May's Board Meeting at William Hughes Apartments so Board Members could see the rehab work completed by the ESVHA.

15. Adjournment

There being no further business brought before the Board, the meeting was adjourned.

Ellen Richardson, President

Elaine K. N. Meil, Executive Director